

5 FAH-1 H-700 DEPARTMENT NOTICES

5 FAH-1 H-710 USING THE DEPARTMENT NOTICE

5 FAH-1 H-711 GENERAL

(TL CH-4; 07-31-2002)

a. Department Notices are used when other means of communication are inadequate or impractical. The Department Notice must not be used to publicize regulatory material or organizational changes in place of the Foreign Affairs Manual (FAM). Drafters use Department Notices to disseminate general information throughout the Department.

b. The Department Notice may be used to convey interim regulatory changes. In this case, each notice must be cleared through the Directives Management Staff (A/RPS/DIR).

c. Notices are not distributed to posts. The office with primary responsibility for the Department Notice must draft, clear, and transmit a worldwide telegram when it is necessary to disseminate Department Notice information abroad.

d. Department Notices are printed and distributed approximately one day after receipt in the Office of Multi-Media Services (A/RPS/MMS).

e. This chapter contains instructions for preparing Department Notices to ensure prompt dissemination.

5 FAH-1 H-712 APPROVAL AUTHORITY

(TL CH-4; 07-31-2002)

The Director of the Office of Multi-Media Services (A/RPS/MMS), or a designated representative is the official authorized to approve printing and releasing of Department Notices.

5 FAH-1 H-713 RESPONSIBILITY

(TL CH-4; 07-31-2002)

The office disseminating information by Department Notice must draft and obtain clearance and approval of an office director or above.

5 FAH-1 H-714 SUBJECTS

(TL CH-4; 07-31-2002)

Department Notices may be used to announce the following:

- (1) Appointment or assignment of office directors or above;
- (2) Interim organizational changes and/or office relocations;
- (3) Establishment or discontinuance of general services; and
- (4) Events or information of interest to the general Department's population.

5 FAH-1 H-715 ANNOUNCING APPOINTMENTS

(TL CH-4; 07-31-2002)

a. Officers announce the appointment of assistant secretaries or higher level officials only with prior clearance from the Bureau of Human Resources unless the word "acting" or "designee" precedes the title of the position.

b. Officers announce the Deputy Secretary's Committee has cleared the appointment of a deputy assistant secretary only after the assignment.

c. The appointment of an office director should be announced only after the bureau's executive director verifies the appointment.

5 FAH-1 H-716 THROUGH H-719 UNASSIGNED